



STATE OF UTAH
invites applications for the position of:

HVAC Technician

SALARY: \$17.91 - \$25.91 Hourly

OPENING DATE: 05/25/17

CLOSING DATE: 07/09/17 11:59 PM

**NUMBER OF
OPENINGS:** 1

BENEFITS:

This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**CRIMINAL
BACKGROUND
CHECK:**

You must successfully pass a criminal history check.

**PHYSICAL
ADDRESS:**

14425 Bitterbrush Lane, Draper, Utah 84020

**RECRUITER
NAME:**

Natalie Gearheart

**RECRUITER
TELEPHONE
NUMBER:**

801-545-5659

**RECRUITER
EMAIL
ADDRESS:**

ngearheart@utah.gov

**OVERTIME
EXEMPT:**

No

**SCHEDULE
CODE:**

B - Competitive Career Service - Employment in this position requires a probationary period.

**EEO
STATEMENT:**

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

JOB DESCRIPTION:



The Utah Department of Corrections is looking for an experienced **HVAC Technician**. If you are looking for steady employment, with **GREAT BENEFITS**, this job is for you!

Principle Duties

The HVAC Technician will be responsible for servicing & diagnosing HVAC problems within the correctional facility and/or installation of new equipment. You will also perform all HVAC duties including:

- Conducting tests and inspections of products, services, or processes to evaluate quality of performance.
- Determine causes of operating errors and deciding what to do about it.
- Provide training to the inmates in HVAC operations.
- Knowledge of machines and tools, including their designs, uses and repair, and maintenance.
- Following security regulations.

The Ideal Candidate

The best qualified candidate for this position is someone who:

- Has 5+ years of experience in HVAC.
- Takes charge and has a high standard of workmanship.
- Skilled in troubleshooting to determine the cause of operating errors and deciding what to do about it.
- Able to communicate with customers.

Preference

Preference will be given for EPA-CFC Certification and 5+ years of experience in commercial HVAC.

Why You Should Join Our Team

Besides working with a dedicated team of professionals who are dedicated to ensuring the public's safety, you will receive great health and retirement benefits. Click [here](#) to view a summary of the benefits we offer. We also provide a generous paid time off so you can spend more time with your family and have a positive work-life balance.

The Agency

The Utah Department of Corrections is a dedicated team of professionals who ensures public safety by effectively managing offenders while maintaining close collaboration with partner agencies and the community. Our team is devoted to providing maximum opportunities for offenders to make lasting changes through accountability, treatment, education, and positive reinforcement within a safe environment. For more information on the Utah Department of Corrections please click [here](#).

EXAMPLE OF DUTIES:

- Adherence to industry and/or safety standards and maintenance of related equipment, tools and/or supplies.
- Works in a team effort to help the maintenance or service operations become successful.
- Uses and operates a variety of hand tools, electrical and mechanical.
- Troubleshoots and diagnoses problems, make adjustments, repairs and/or performs preventative maintenance on equipment, or machinery, etc.
- Repairs, cleans, adjusts and/or performs preventive maintenance on equipment, tools, or machinery, etc.
- Evacuates and recharges air conditioning systems.
- Repairing/Maintaining commercial laundry equipment.
- Culinary commercial kitchen repair.
- Refrigeration/Freezer equipment service.
- Commercial roof top HVAC units.
- HVAC control systems.

TYPICAL QUALIFICATIONS:

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

- principles, theories, and practices of safety and risk management

- follow written and/or oral instructions
- applicable laws, rules, regulations and/or policies and procedures
- maintain and/or repair tools and equipment
- speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally
- read, interpret and apply rules, regulations, policies and/or procedures
- recognize when something is wrong or is likely to go wrong (does not involve solving the problem)
- work with or contribute to a work group or team to complete assigned task(s)
- Build mutual trust, respect and cooperation among staff and inmates
- coordinate the activities or tasks of preventative maintenance and repairs
- maintain composure and respond appropriately in stressful, emergency, volatile, or crisis situations
- equipment operation and maintenance

SUPPLEMENTAL INFORMATION:

- Current UDC employees hourly rate will be determined by the career ladder.
- Risks found in potentially dangerous or unusual environmental stress situations, e.g. working at great heights, working in extreme outdoor weather conditions, working in Correctional Environment.
- The work requires considerable and strenuous physical exertion such as frequent climbing, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas, defending oneself and/or others against physical attack.
- All applications must be submitted online. Resumes emailed/faxed will not be considered.
- Only those who meet minimum qualifications will be contacted.

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APPLICATIONS MAY BE FILED ONLINE AT:
<https://statejobs.utah.gov>

Position #12374
HVAC TECHNICIAN
NG

2120 State Office Building
Salt Lake City, UT 84114
801-538-3025

statejobs@utah.gov

HVAC Technician Supplemental Questionnaire

- * 1. A criminal history check (BCI) will be conducted before a final offer of employment is given. Is there anything in your background which may prevent you from working in a public safety/law Enforcement environment?
☐ Yes
☐ No
- * 2. This position would be working with and around inmates in a correctional prison facility. Would you be comfortable working within this type of secure facility?
☐ Yes
☐ No
- * 3. Are you a current employee with the Department of Corrections, or have ever worked for the Department of Corrections?
☐ Yes
☐ No
- * 4. Do you have an EPA - CFC Certification?
☐ Yes
☐ No
- * 5. How many years of experience do you have working with HVAC?

- ☐ None
 - ☐ Less than 1 year experience
 - ☐ 1 - 2 years experience
 - ☐ 3 - 4 years experience
 - ☐ 5 or more years of experience
- * 6. Based on your years of experience (selected in the above question). What did you specialize in during this time? Please describe below.
- * 7. Please select the area's you have experience working in.
- ☐ Repairing/Maintaining Commercial Laundry Equipment
 - ☐ Culinary Commercial Kitchen Repair
 - ☐ Refrigeration/Freezer Equipment Services
 - ☐ Commercial Roof Top HVAC Units
 - ☐ HVAC Control Systems
 - ☐ HVAC Electrical Repair/Maintenance
 - ☐ Low Temp Refrigeration
8. If you have one or more selected in the above question, please describe how you have used this experience on the job.
- * 9. Have you received any specialized training certificates that pertain to the position you are applying for?
- ☐ Yes
 - ☐ No
10. Please list the specialized training certificates received along with title(s) and date(s) in the space below.
- * 11. All your responses to this application must be supported by your resume. "See Resume" is not an acceptable answer for any question. Failure to include your resume in your profile may result in disqualification from further consideration. Do you understand these terms?
- ☐ Yes
 - ☐ No
- * 12. Please indicate how you heard about this specific job posting.
- ☐ State Jobs
 - ☐ An External Job Posting Site (Indeed, LinkedIn, etc)
 - ☐ Social Media (Facebook, Twitter, etc)
 - ☐ Advertisement (Newspaper, Internet, Radio, etc)
 - ☐ Professional Network
 - ☐ University Network (Career Center)
 - ☐ Referred by a Friend or Colleague
 - ☐ Contacted by a Recruiter
 - ☐ Career Fair
 - ☐ Internal communication from a State Agency that employs me - State employees only
 - ☐ Other
- * Required Question